

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: December 17, 2012
Time: 4:00
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Robert Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, James VanderRoest, and Valerie Wright.

Absent: Fenner Brown

CALL TO ORDER:

President Godfrey called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

President Godfrey pointed out the Special Order of Business at the beginning of the meeting to approve the revision to the Operating Funds Investment Policy that was necessary for passing the resolution to authorize the CDARS and ICS programs for excess funds investment. The agenda was approved.

Special Order of Business

A. Operating Funds Investment Policy

Recommendation: Director Rohrbaugh recommended the Board approve the revised Operating Funds Investment Policy.

Executive Summary: In 2012, the state legislature approved a revision to Public Act 20 (the Surplus Funds Investment Act) to allow local units of government to invest in "Insured Cash Sweeps" (ICS) as long as the original depository institution was eligible. It is a program very similar to the Certificate of Deposit Account Registry Service (CDARS) program the library already participates in. As with the CDARS program, the ICS program would allow the library to achieve a higher level of FDIC insurance through one money market deposit account via the exchange of networked banks. The ICS service would allow the library to have both FDIC insured fixed maturity certificates of deposit through CDARS and FDIC insured liquid money market accounts through ICS, allowing for a much higher degree of safety. The only local bank offering the service is First National Bank of Michigan. The ICS program and the revision to the Operating Funds Investment Policy were reviewed by the Finance & Budget committee and came with their recommendation for approval.

Discussion: Director Rohrbaugh reiterated that this policy had to be revised before the resolution could be passed highlighting the revised language in the board packets.

MOTION: B. CAPLE MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE REVISED OPERATING FUNDS INVESTMENT POLICY.

MOTION CARRIED 6-0.



I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution to Authorize the CDARS and ICS Programs for Excess Funds Investment

Recommendation: Director Rohrbaugh recommended the Board approve the resolution to authorize Kalamazoo Public Library to participate in the CDARS and ICS programs for excess funds investment.

Discussion: Director Rohrbaugh explained participation in the CDARS and ICS programs for excess funds investment required a resolution passed by the Board and that the library now had a policy which supported this participation.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE RESOLUTION TO AUTHORIZE KALAMAZOO PUBLIC LIBRARY TO PARTICIPATE IN THE CDARS AND ICS PROGRAMS FOR EXCESS FUNDS INVESTMENT.

Roll Call Vote: L. Godfrey – yes; J. Vander Roest – yes; R. Brown – yes; B. Caple – yes; C. TenBrink – yes; V. Wright – yes.

MOTION CARRIED 6-0.



II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Board Meeting of October 22, 2012*

B. *Personnel Items*

- **Employee Retirement**

Marti Fritz announced her retirement effective January 11, 2013. Marti began work at KPL in January 1996 and held the Supervisory-Technical 5 FTE 1.0 Marketing and Communication Manager position.

- **New Hire**

Farrell Howe will join the staff as the Supervisory-Technical 5 FTE 1.0 Marketing and Communication Manager effective January 2, 2013. Farrell held the position of Marketing Coordinator at the Kalamazoo Institute of Arts.

- **New Hire**

Cheryl Cavalear will join the salaried staff in the KPLSP Library Assistant 3 FTE 0.5 Programming Support position within the Youth Services Department effective December 17, 2012. Cheryl has worked at KPL since July 2010 as a tech intern and library aide.

Discussion: Director Rohrbaugh said though the news of M. Fritz's upcoming retirement was not new news to the Board, this was the official announcement. She told Board members the library would have a retirement party and they should expect an invitation soon. She said M.

Fritz was very much responsible for KPL's look and brand and thanked her for her years of work at the library.

IV. FINANCIAL REPORT

A. Financial Reports for the Months Ending October 31, 2012 and November 30, 2012

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the months ending October 31, 2012 and November 30, 2012.

MOTION: C. TENBRINK MOVED AND B. CAPLE SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTHS ENDING OCTOBER 31, 2012 AND NOVEMBER 30, 2012.

MOTION CARRIED 6-0.



V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Non-Resident Fee for 2013

Recommendation: Director Rohrbaugh recommended the Board reduce the non-resident fee for 2013 to \$170 per household and \$85 per student non-resident card.

Executive Summary: The non-resident fee for 2012 was based upon the average tax on a residential parcel within the library district. It is an average calculated by dividing the average residential property tax revenue by the total reported residential parcels. The fee for 2013 calculated at \$173.27 per household. During 2012 the library sold 30 household and 0 student non-resident cards, comparable to the 2011 sale of 33 household and 3 student non-resident cards.

Total parcels in the library decreased by 26 households during the year to total 34,073 while the taxable value of residential parcels fell by 5.8% (\$92,524,004). This resulted in a total decrease in the district average residential property tax of \$2680 per parcel.

Calculations for 2012 were:

Unit	No. of Parcels	Residential Taxable Value	Avg. Taxable Value/Parcel	Library Tax \$ Per Parcel
Kalamazoo City	19,956	761,326,673	\$38,150	\$151.01
Kalamazoo Twsp.	7,204	260,452,271	\$36,154	\$143.11
Oshtemo Twsp.	6,328	424,025,395	\$67,008	\$265.24
Texas Twsp.	585	45,741,657	\$78,191	\$309.50
Total Library	34,073	1,491,545,996	\$43,775	\$173.27

Calculations for 2011 were:

Unit	No. of Parcels	Residential Taxable Value	Avg. Taxable Value/Parcel	Library Tax \$ Per Parcel
Kalamazoo City	19,985	817,814,738	\$40,921	\$161.98
Kalamazoo Twsp.	7,221	281,457,104	\$38,978	\$154.28
Oshtemo Twsp.	6,304	437,056,543	\$69,330	\$274.43
Texas Twsp	589	47,741,615	\$81,055	\$320.84
Total Library	34,099	1,584,070,000	\$46,455	\$183.88

Discussion: B. Caple asked how many students cards the library generally sold. Director Rohrbaugh answered that in 2012 the library had not sold any student cards and in 2011 the library had sold a total of three non-resident student cards. She said the majority of people who would like to get a library card at KPL are eligible for either resident or reciprocal cards. There are small areas in which the residents do not pay taxes to any library and therefore must purchase cards, but the library has never sold a great number of these non-resident cards. B. Caple asked if the library offered reciprocal cards to college students at Western Michigan University, Kalamazoo College, and Kalamazoo Valley Community College. K. King answered most students were eligible for resident or reciprocal library cards. Generally, there are a small number of KVCC students living in areas of Texas Township lacking library service and these are generally those students who purchase non-resident student library cards.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO REDUCE THE NON-RESIDENT FEE FOR 2013 TO \$170 PER HOUSEHOLD AND \$85 PER STUDENT NON-RESIDENT CARD.

MOTION CARRIED 6-0.



B. Disposition of Materials, Furniture and Equipment Policy

Recommendation: Director Rohrbaugh recommended the Board approve the revised Disposition of Materials, Furniture, and Equipment Policy.

Executive Summary: The policy, first adopted June 22, 1992, and revised in 1994 and 2004, was revised to reflect the shift of responsibility for general furniture and equipment disposition from the Purchasing Manager to the Head of Facilities Management and to the Head of IT for computer equipment. It also provided for internet sale, in addition to auctions and public advertised sale.

Discussion: V. Wright asked how the \$3,900 in revenue resulting from the selling of old furniture highlighted in the financial reports was achieved. S. Lindemann said this furniture was sold to another local non-profit organization. S. Lindemann said she has completed other sales over the Internet. B. Caple asked about the process of deciding what furniture should be disposed. Director Rohrbaugh explained that normally unneeded furniture became available after a space was renovated. The department head would approach S. Lindemann to store the furniture. If S. Lindemann determined she did not have room to store the furniture and that it was unneeded in other areas of the library, then she would decide how it should be disposed of.

MOTION: V. WRIGHT MOVED AND C. TENBRINK SUPPORTED THE MOTION TO APPROVE THE REVISED DISPOSITION OF MATERIALS, FURNITURE, AND EQUIPMENT POLICY.

MOTION CARRIED 6-0.



REPORTS:

C. Legislative Update – Diane Schiller

Report: D. Schiller listed off the recent legislation passed by the state legislature in recent days which affected the library. The first was the revision to SB 1360 which changed the due date by which MPERS employees had to make their final decisions on their retirement options. Right to Work is another piece of legislation which will affect the two unions, KPLA and KPLSP, at the

library. Sections of each of the contracts will need to be revised the next time the library negotiates with the unions. She said this law had little effect on the relationship between the library and union employees but more so affected the relationship between the MEA and the union members.

D. Schiller then explained the legislation which had passed regarding Personal Property Tax reading the definition of the types of personal property tax affected by the law and the timeline for when certain personal property becomes exempt. She said the library had no good idea of how much personal property will be affected by these bills in the Kalamazoo Public Library District and that she cannot accurately estimate the financial impact it could have on the library or what the chances were that the library would be reimbursed for any losses. The library could potentially be reimbursed for 80% of its losses once it had sustained a reduction in revenue from the personal property tax legislation of 2.5% or more. The first year the library will be affected by this law is the 2014-2015 fiscal year.

D. Schiller also talked about the Emergency Manager Act. This bill offered a choice of a few options for municipalities in distress: a consent agreement, a mediation process, an emergency manager, or chapter IX bankruptcy.

Discussion: B. Caple asked if there had been any studies done to estimate the effects of the bills related to Personal Property Tax on municipalities. D. Schiller answered that studies had been completed but because they were statewide and at such a high level, they are not applicable to any one area in the state. President Godfrey asked for clarification on the concealed weapons legislation which was passed. D. Schiller said this legislation was sitting on the governor's desk still unsigned and did not affect the library since people were already able to carry concealed weapons in libraries. She said the governor was unhappy with this bill because it did not have an opt out clause for public entities such as the library. This opt out clause was not added because it was at variance with another state law. R. Brown asked if there were any laws the governor may not sign. D. Schiller said though he was unhappy with the concealed weapons legislation, she didn't know whether this would prevent him from signing the bill or not.

Disposition: Trustees thanked D. Schiller for her report.

D. Ready to Read/Spelling Bee Update – Andrea Enyedi

Report: A. Enyedi started by giving trustees background on Ready to Read and how it began. She said one of the main components of this early collaboration was the volunteer readers program. At the beginning of 2012, the library decided to step back and look at how Ready to Read aligned with the library's current strategic plan. The decision was made to sharpen the focus of reaching parents and caregivers in the Kalamazoo community with less emphasis on reaching the children directly. This resulted in the elimination of the volunteer reader program. Partners with Ready to Read are now required to place a greater emphasis on the library use and promoting the library in order to receive books to distribute to children. There is also a greater emphasis being placed on adult literacy and ensuring parents are literate and therefore able to read to their children. Parents needing assistance with their reading are referred to the Kalamazoo Literacy Council for tutoring.

A. Enyedi explained Ready to Read was becoming more strategic about who they partnered with and that only organizations with regular, ongoing contact with families were eligible to be

partners with Ready to Read. Partners must agree to promote library use to the family and support the Spelling Bee by sponsorship or participation in order to receive gift books to distribute during the year. Most of the books distributed during the year are bought with funds from the Great Grownup Spelling Bee. In 2012, approximately \$16,000 was raised to purchase books for Ready to Read.

Discussion: B. Caple asked which organizations were no longer partners with Ready to Read following these changes. A. Enyedi answered that Borgess Pro-Med Pediatrics, Pediatrics P.C., Bright Futures Pediatrics, and Loaves and Fishes were among the organizations that were no longer partners with Ready to Read. President Godfrey asked how the volunteer readers and organizations who were no longer partners had reacted to the changes. A. Enyedi said the volunteer readers were disappointed and that it took quite a bit of work to dismantle this program. V. Wright commented on the Spelling Bee saying she was surprised and delighted each year when she heard of new people attending the event who were hoping to be participants in future years.

Disposition: Trustees thanked A. Enyedi for her report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—J. VanderRoest said the committee had met prior to the Board Meeting to discuss the resolution adopted at the beginning of the meeting and the revision to the Operating Funds Investment Policy.
- B. *Personnel Committee*—no meeting.
- C. *Fund Development and Allocations Committee*—no meeting.
- D. *Director's Building Advisory Committee*—Director Rohrbaugh said the Director's Building Advisory Committee had met with S. Penchansky to discuss the plans for the renovations to the second floor local history room and rotunda area, the circulation and CAMP offices, and the children's room. She said the committee would be meeting again with S. Penchansky soon and that she hoped to have plans and cost estimates for the full board to review at the January or February board meeting.

VII. OTHER BUSINESS

A. *Officer Nomination Slate*

Presentation: President Godfrey drew attention to the Officer Nomination Slate prepared by the nominating committee of the Board. She reminded trustees that this process now took place at this time of year as a result of the change in the election schedule for trustees. In the future, trustees will be elected during November elections, and new Board members sworn in and officers elected at the January Board meeting. She said the slate was included in the packets for all Board members information and the elections would take place at the January meeting.

B. *Director's Report*

Presentation: Director Rohrbaugh started by saying there was one item not on the Director's Report she would like to tell Board members about. She reminded them the library had been awarded a grant from the Institute for Museum and Library Services to become a Family Place

Library. She said the first step in this process was three days of training that would take place in May for four library staff members. Next she drew attention to item two and the mail survey the library would be completing with the Kercher Center at WMU. She said the committee had met and that the survey was close to being finalized. She reviewed that the first general election was held at the Oshtemo Branch in November reporting things went very well and the township was pleased with this collaboration. Director Rohrbaugh called out item five and the \$3,000 the Friends had donated to the Citizen's Committee for KPL thanking them for their continued generous support of the library. She also said she had heard the day before that L. Kubinski, the administrative assistant for the Friends, would be retiring in mid-January.

Director Rohrbaugh reviewed the issues with establishing a regional depository library for the state of Michigan for government documents saying M. Cockrell, C. Hann and she had met and were discussing the options for who may become the state's depository library. She highlighted the list of successful programs in item ten. Item 15 explained KPL would soon be eliminating the unlockers at the self-checkout kiosks and would no longer be locking AV cases. In the future, AV materials will have security tags on the discs themselves. The hope is this will increase use of the self-check machines. She highlighted items 21 and 22 commenting on the new financial software the business office was using, and then drew attention to the changing cataloging rules and the training members of CAMP will be undergoing to learn RDA. Lastly, she talked about the hope that following the elimination of the unlockers, the circulation desk could be transformed into more of a customer service desk with the majority of the check-outs being handled at the self-checkout kiosks.

Discussion: B. Caple asked what technology would be used to protect the discs once the AV cases were no longer locked. Director Rohrbaugh answered that the security was an RFID tag that adhered directly to the disc. B. Caple asked if author's names could be printed on the self-check receipts. Director Rohrbaugh told him she would check with G. Green about this possibility. V. Wright asked what Project Connect was in item ten. K. King answered that it was a program done twice a year at the Fair Grounds aimed at connecting the homeless population in Kalamazoo with resources and services.

President Godfrey told the Board members and other meeting attendees that Robert Sabuda told his audience how impressed he was with KPL during his visit for the Youth Lit Seminar. She next asked for more information about item nine: Freegal and Rocket Languages. M. Cockrell explained this was initially a challenging model for the library to accept but that Freegal had been immensely popular in other libraries. He said it was not a lending model, but an ownership model in which the library purchased the songs and then gave them to patrons to keep. He explained Freegal has a good relationship with other libraries and was hoping to offer more music in the future. Rocket Languages, he explained, was an online language learning program which allowed patrons to work at their own pace. B. Caple asked if M. Cockrell had an idea of when these services might be available and he said he hoped they would be available in early 2013. He said the issue had been connecting the vendor with the library's patron database in order to ensure only KPL's in-district residents could use the service. Director Rohrbaugh added that the library was getting this new service with the rest of the libraries in SMLC at a discounted group rate.

President Godfrey asked about item three and Director Rohrbaugh answered this was something KPL and KPS had been talking about for years. The idea was based off of Nashville, Tennessee's model in which the student and staff school ID's are also their library cards.

Difficulties may arise when trying to determine how the library's and school's databases could effectively share information and there may be cost related for some services whose price is dependent on the number of patrons registered at the library. President Godfrey and B. Caple commented that using the current student identification cards would result in the loss of our branding on a library card. Director Rohrbaugh acknowledged this and said perhaps the future KPS ID cards could have the KPL logo on them. She said this was simply an idea and that time would tell if it was something that was ever instituted.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- R. Brown mentioned he had attended the jazz concert by the Ken Morgan Jazz Trio at the Oshtemo Branch and that the music had been great and program very well attended.
- B. Caple asked about the nomination process for new board officers and whether there was a provision for dealing with nominations from the floor. President Godfrey said this could be found in the bylaws.
- V. Wright thanked the Friends for their contribution to the Citizen's Committee for KPL. She also commented on the Spelling Bee saying how interesting the dichotomy of emotions are for this event when one moment everyone is laughing at the skits of a group and the next moment serious and fully concentrating on the spellers. She also thanked M. Fritz for her years of service to the library.
- President Godfrey said she had been honored to be invited to the Friends annual Holiday Dinner and that this year they had honored M. Fritz for her service to the library as well as gave Director Rohrbaugh a lifetime membership to the Friends. She told meeting attendees she appreciated the strong and ongoing relationship between the Friends and KPL.

X. ADJOURNEMENT

Hearing no objection, President Godfrey adjourned the meeting at 4:58 p.m.

X _____
Fenner Brown
Secretary